



U.S. ARMY

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GETTING PREPARED, STAYING PREPARED

Resources and Funding for FRGs



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Objectives of FRG Funding

- To identify resources FRGs need
- To review new Army regulation on funding for FRG operations
- To identify the resources available to FRGs
- To discuss the use of FRG Informal Fund
- To identify the necessary administrative responsibilities
- To provide guidance on key issues



What Resources Do FRGs Need?

- Materials and supplies (paper and postage for newsletter)
- Equipment (e.g., computers, telephones, printers, copier)
- Location for FRG meetings and events
- Volunteers
- Child care for FRG meetings and events
- Other (e.g., interpreters, transportation, food for FRG events)



FRG Funding Regulation

- On 21 July 2006, AR 608-1, Appendix J, Army Family Readiness Group Operations, released
- This regulation authorizes resource support and funding for FRGs



Authorized Support and Funding for FRGs

- Unit Appropriated Funds (APFs)
- FRG Informal Fund
- Supplemental Mission Activity (intended for FRGs)



Unit Appropriated Funds (APF)

- Commanders submit an annual FRG budget to their higher headquarters.
- A portion of unit's APF (excluding OPTEMPO funds) to be used for FRG mission essential activities and FRG volunteers.
- Commanders authorized to provide the following:
 - Government office space and equipment
 - Government paper and printing supplies
 - Free postage for official mail
 - Government vehicles for official FRG activities
 - Child care for command-sponsored training
 - Statutory FRG volunteers' training and travel expenses
 - Reimbursement of statutory FRG volunteers' incidental expenses



FRG Informal Fund

- Requires commander's authorization.
- Used for specific purposes stated in FRG's Informal Fund SOP AND must benefit entire FRG membership.
- FRG Informal Fund may be used for:
 - FRG newsletters that contain more than the maximum amount of unofficial information
 - Social activities
 - Volunteer recognition
 - Refreshments/meals for FRG meetings.
- Monies are collected through fundraising approved by unit commander.
- Requires an SOP be established and designation of fund custodian and alternate.
- Annual income cap of \$5,000 per year from all sources – fundraising, donations and gifts.



Additional Guidance on FRG Informal Fund

- FRG Informal Fund may NOT be used for:
 - Items or services paid with APF funds
 - Purchase of traditional military gifts
 - Unit Ball.
- Only one informal fund per unit.
- FRG Informal Fund may not be mixed with other funds or deposited in interest bearing bank account.



Unit Commander's Responsibilities

- Set up annual FRG APF budget and SOP and notify FRG leader
- Approve/authorize:
 - FRG's access to government resources
 - FRG Informal Fund and associated tasks
 - Preapproval of volunteer expenses
- Review monthly FRG Informal Fund reports.
- Determine the support FRGDA can provide to FRG, if FRGDA available.



FRG Leader's Responsibilities

- Provide information for FRG budget, per command request.
- Have unit commander identify resources unit can provide and procedures to access these resources.
- Recruit FRG volunteers needed.
- Obtain pre-approval when required.

For FRG Informal Fund:

- If not set up, discuss with unit commander.
- Appoint and get appointment letter for FRG Informal Fund custodian and alternate.
- Ensure FRG Informal Fund reports submitted to commander.
- Ensure FRG Informal Fund SOP written and approved.
- Get command approval for FRG Informal Fund fundraisings.



FRG Informal Fund Custodian Responsibilities

- Custody, accounting and documentation of FRG Informal Fund.
- Prepare FRG Informal Fund SOP for Commander's approval.
- Establish (non-interest bearing) bank account.
- Maintain FRG Informal Fund ledger.
- Prepare and submit monthly and annual reports to leadership.



Guidance on FRG Informal Fund Account

- Select bank (if account is not established)
- Apply for Employer Identification Number (EIN)
- Obtain authorization letter from commander
- Set up bank account in FRG's name
- Signatory is fund custodian and alternate; Can not be unit commander, deployable Soldier or FRG leader
- Should be non-interest-bearing account
- Order checks



Guidance on Fundraising

- Fundraising to collect money for the FRG's Informal Fund must be command approved.
- Command must consult with SJA or ethics counselor.
- An Army organization - including but not limited to units, installations, and Family Readiness Groups - may officially fundraise from its own community members or dependents and from all persons benefiting from the Army organization.
- However, FRGs may NOT conduct external fundraising or solicit gifts or donations.
- Units that have exceeded the annual \$5,000 income cap may not conduct fundraisers until the beginning of the new calendar year.



Guidance on Unsolicited Donations

- Unit commanders (Active and Reserve) may accept unsolicited gift or donation of money or tangible property valued at \$1,000 or less for their FRG's Informal Funds after seeking guidance from the Ethics Counselor.
- Garrison commanders may accept unsolicited donations intended for FRG support, following the acceptance authority limits listed in AR215-1.
- Donations accepted by the Garrison Commander will be deposited into the MWR Supplemental Mission Activity Intended for FRGs (9J) and shared with all FRGs supported by the garrison.
- These supplemental mission activities may be used to supplement FRG informal fund activities or to pay for reimbursement of statutory volunteer expenses if appropriated funds are not available. Supplemental funds may not be used to fund FRG mission essential activities.



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Supplemental Mission Activity

- Supplemental Mission Activity funds are considered NAF funds, but NOT MWR NAF funds.
- The unit commander may utilize these donated funds for any purpose that he/she believes clearly supplements a mission of the FRG, as long as appropriated funds are not authorized.
- Supplemental mission account support to the FRG is not considered FRG income and does not impact the Informal Fund annual funding cap.
- A sample Supplemental Mission Account SOP for commanders is included in the Operation READY Smart Book.
- U.S. Army Community and Family Support Center (CFSC) Supplemental Mission Activity SOP is included in the Operation READY Smart Book.



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Guidance on Child Care for FRG Activities

- Discuss child care with commander/RDC for options available and pre-approval
- Access a Short-term Alternative Childcare (STACC) site
- Set up pool of trained child care volunteers [FRG volunteers can be trained through CYS's Volunteer Child Care in a Unit Setting (VCCUS) program]
- Arrange "kiddie corner"



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Closing

- Any questions?
- Follow-up needed